

USAID/Middle East Outreach and Content



Project Title	USAID/Middle East Outreach and Content
Project Summary	Create potential visual and social media content, and maintain and expand contact lists and event lists for diaspora and think tank/academic outreach, as an intern with the USAID/Middle East Outreach and Communications team.
Country	United States
Country/Region of Focus	Middle East and North Africa

Project Description

The USAID/Middle East Bureau outreach intern will support the creation of social media content and other communications products, to raise USAID's profile as the development leader on the Middle East. The intern will also update, maintain and seek to expand the Middle East Bureau's contact lists and weekly event lists for outreach to diaspora groups, think tanks, academic institutions and other interested groups.

The Outreach and Communications Team will provide guidance on materials to be created based on available public information, which may include fact sheets, articles, infographics, data visualization, blogs, social media content and website content. This internship is an excellent opportunity for a motivated, creative young professional interested in both foreign affairs and public affairs.

Desired experience, skills or interests:

International development, communications, creative writing, social media, marketing, public relations, journalism, graphic arts or related fields. Intern must be pro-active, self-motivated, reliable and capable of working confidently within a team environment.

Ability to thoroughly research independently; to complete multiple tasks strategically and on time; to create clean, accurate and professional content across a variety of media (both written and visual); and to produce and upload engaging content for social media platforms (especially Twitter) is required.

Familiarity with the Microsoft Office Suite and social media is required. Familiarity with a wide variety of core media-related programs (such as Drupal, Adobe Creative Suite – particularly Adobe Photoshop and Adobe Illustrator – and other photo editing, Infographic, and data visualization creation programs, etc) is a plus.

Required Skills or Interests

Skill(s)
Graphic design
Infographic design
Marketing
Research
Social media management
Writing

Additional Information

None

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Arabic	No practical proficiency	Limited working proficiency	Nice to Have
French	No practical proficiency	Limited working proficiency	Nice to Have